

Carpenter Foreman (T)

Carpenter Foreman

Painter Foreman (T)

Painter Foreman

Mechanic Foreman (T)

Mechanic Foreman

Administrative Assistant (Facilities and Motor Pool Manager) (T)

Administrative Assistant (Facilities and Motor Pool Manager)

FSN#2009/91 (T)

Carpenter Foreman

OPEN TO: All Interested Candidates

POSITION: Carpenter Foreman, FSN-5; FP-9, Trainee

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Working as a supervisor of Post's carpentry and building construction trade, consisting of five multi-skilled carpenters. Perform wood construction, renovation, installation, preventive maintenance, and repair on extensive range of small and large wood structure and wood accessories for various Government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in maintenance, repair and construction of carpentry; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND THAI DRIVER'S LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JULY 30, 2009

FSN#2009/91

Carpenter Foreman

OPEN TO: All Interested Candidates

POSITION: Carpenter Foreman, FSN-6; FP-8

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Working as a supervisor of Post's carpentry and building construction trade, consisting of five multi-skilled carpenters. Perform wood construction, renovation, installation, preventive maintenance, and repair on extensive range of small and large wood structure and wood accessories for various Government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in maintenance, repair and construction of carpentry plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 30, 2009

FSN#2009/92 (T)

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-5; FP-9, (Trainee)

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Work as the supervisor of Post’s Painting Shop, consisting of six tradesmen to paint the interiors and exteriors of U.S. Government held properties. Perform works involved in the application of decorative and protective coating materials.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2)

Three years of direct experience in building painting and construction work; **(3)** Level II (Limited Knowledge) speaking/reading/writing in English and Thai; **(4)** Ability to operate various hand tools, power equipment, and instruments; **(5)** Ability to operate computer; **(6)** Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 30, 2009

FSN#2009/92

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-6; FP-8

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Work as the supervisor of Post's Painting Shop, consisting of six tradesmen to paint the interiors and exteriors of U.S. Government held properties. Perform works involved in the application of decorative and protective coating materials.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in building painting and construction work plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 30, 2009

FSN#2009/93 (T)

Mechanic Foreman

OPEN TO: All Interested Candidates

POSITION: Mechanic Foreman, FSN-5; FP-9, Trainee

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Mechanic Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Work as the supervisor for the Mechanic Shop, consisting of two multi-skilled mechanics to install, maintain, and repair metal structures, products, and extensive range of large and small mechanical equipment for various government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); **(2)** Three years of direct experience in maintain, repair, and installation of mechanical system; **(3)** Level II (Limited Knowledge) speaking/reading/writing in English and Thai; **(4)** Ability to operate various hand tools, power equipment, and instruments; **(5)** Ability to operate computer; **(6)** Ability to drive and possess a valid Thai driver’s license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 30, 2009

FSN#2009/93

Mechanic Foreman

OPEN TO: All Interested Candidates

POSITION: Mechanic Foreman, FSN-6; FP-8

OPENING DATE: July 17, 2009

CLOSING DATE: July 30, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Mechanic Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Work as the supervisor for the Mechanic Shop, consisting of two multi-skilled mechanics to install, maintain, and repair metal structures, products, and extensive range of large and small mechanical equipment for various government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in maintain, repair, and installation of mechanical system plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver’s license.

SELECTION PROCESS:

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CLOSING DATE FOR THE POSITION: JULY 30, 2009

FSN#2009/96 (T)

Administrative Assistant (Facilities and Motor Pool Manager)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7; FP-7, Trainee

OPENING DATE: July 24, 2009

CLOSING DATE: August 6, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Business Services Office, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Responsible for overseeing all facilities, office furniture and equipment, and motor pool management. Duties included all facilities leasing, maintenance, safety, renovations, office furniture and equipment, as well as motor pool transportation and logistics for all CDC programs operating in the main Nonthaburi office, laboratories, and field sites.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A completion of college is required; (2) Four years of progressively responsible work experience in facilities management or operational support of service-delivery projects with an international agency; (3) Must have experience working with renovations and building maintenance; (4) At least one year of experience at the supervisory level is required; (5) Level IV (Fluent) in speaking, reading, and writing both English and Thai; (6) Ability to use computer, calculator, and automations.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore,

it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

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E-mail: bkkrecruitment@state.gov or FAX: 02-205-4928

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CLOSING DATE FOR THE POSITION: August 6, 2009

FSN#2009/96

Administrative Assistant (Facilities and Motor Pool Manager)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-8; FP-6

OPENING DATE: July 24, 2009

CLOSING DATE: August 6, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6
Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Business Services Office, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Responsible for overseeing all facilities, office furniture and equipment, and motor pool management. Duties included all facilities leasing, maintenance, safety, renovations, office furniture and equipment, as well as motor pool transportation and logistics for all CDC programs operating in the main Nonthaburi office, laboratories, and field sites.

QUALIFICATIONS REQUIRED:

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(1) A completion of college is required; **(2)** Five years of progressively responsible work experience in facilities management or operational support of service-delivery projects with an international agency; **(3)** Must have experience working with renovations and building maintenance; **(4)** At least two years of experience at the supervisory level is required; **(5)** Level IV (Fluent) in speaking, reading, and writing both English and Thai; **(6)** Ability to use computer, calculator, and automations.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

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CLOSING DATE FOR THE POSITION: August 6, 2009
